



Food Quality Assurance Program
Maryland Department of Agriculture
P.O. Box 17304
Baltimore, Maryland 21297-1304
PHONE: 410-841-5769

PCA 23403 OBJ 6801

Date Recd _____

Amount Recd _____

Annual Fee: \$500 Non Refundable after inspection is conducted

MDA Certified Producers and Handlers Remittance Form

**Please separate this form from the rest of the packet and send with your check or money order to:
Maryland Department of Agriculture, P.O. Box 17304, Baltimore, Maryland 21297-1304.**

If sending through any mail carrier other than USPS please use the following address:

First Data/Remitco, Attn: Maryland Department of Agriculture, 400 White Clay Center Drive, Newark, Delaware 19711

The Agricultural Management Assistance Program authorized under the Federal Crop Insurance Act provides for reimbursement of organic certification costs. Producers and Handlers certified by USDA accredited certifiers are eligible to receive reimbursement for 75% of certification fees, up to a maximum of \$750. To apply for reimbursement, complete this application and submit to the address listed above.

MDA cannot issue reimbursement without a social security number for individuals or a tax id (fid or ein) for businesses.

| | | | |
|---|--|--|----------|
| APPLICANT NAME | | FARM NAME | |
| WOULD YOU LIKE TO RECEIVE COST SHARE REIMBURSEMENT? YES <input type="checkbox"/> NO <input type="checkbox"/> If you answered yes, please complete the following: | | | |
| NAME OF PAYEE – Must be same as person or business paying certification fees and match the social security or tax identification number listed below | | | |
| CONTACT PERSON OR BUSINESS NAME (IF DIFFERENT THAN PAYEE) | | | |
| MAILING ADDRESS | | | |
| CITY | | STATE | ZIP CODE |
| PRIMARY PHONE NUMBER | | SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER FOR PAYEE | |
| LOCATION ADDRESS, IF DIFFERENT THAN MAILING | | DATE OF CERTIFICATION COSTS | |

Calculate your reimbursement:

Example: If your certification costs were \$500, you will receive 75% reimbursement, which would be \$375.00. If your certification costs were \$1,500, 75% would equal \$1,125 you will receive \$750.00, as that is the maximum you may be reimbursed.

| | | |
|------------------------------------|-------------------------|--------------------|
| Certification fees paid = \$ _____ | X 75% (0.75) = \$ _____ | (Maximum \$750.00) |
|------------------------------------|-------------------------|--------------------|

Signature of Applicant(s) _____ Date _____

To apply for reimbursement, complete this application, and if certified by MDA, include with your organic certification application and fee. If not certified by MDA, submit with a copy of the receipt for your certification fees from your accredited certifier and provide the number of certified acres, if applicable. Acres certified _____

Administrative Use Only:

Date Application Received: _____

Amount of reimbursement issued: \$ _____

Date Check/Receipt Received: _____

Check # _____

Check Amount: \$ _____

Action Taken:

Approved _____

Denied: _____

By: _____

Date: _____

Date Payment Processed: _____

NEW APPLICANTS – NO DEADLINE
 RENEWAL APPLICANTS – Due December 1, 2017
 \$500.00 Certification Fee. Non refundable after inspection

For office use only

Date application received

Date Check recd and check info



Food Quality Assurance Program

50 Harry S Truman Pky

Annapolis MD 21401

Telephone: (410) 841-5769 Fax: (410) 841-2750

Email: Organic.certification@maryland.gov

ORGANIC PROCESSOR and HANDLER APPLICATION

SCOPE: HANDLER

I. General Information

| | |
|--|---|
| Date: | Certificate Number: |
| Owner(s) Name: | Manager Name(s): (If different than owner) |
| Contact Name(s) and Title: (If different than owner or manager) | |
| Business Name: | Trade Name(s): |
| Mailing Name and Address: | Location Name and Address (if different): |
| Telephone Number: | Location County: |
| Fax Number: | Location Telephone Number: |
| Email: | Location Fax Number: |
| Website: | Email: |

1. Legal status: ☐ Sole proprietorship ☐ Trust or non-profit ☐ Corporation ☐ Cooperative
☐ Legal partnership (federal form 1065) ☐ Other (specify)

Partnerships must submit the names of all partners/owners. Corporations and LLC's must submit names of the officers and the name and address of registered agent.

2. Which day(s) and time (AM or PM) do you prefer to schedule your inspection?

3. Provide directions to your location: _____

4. List any previous or current organic certification by other certifying bodies

5. Have you ever been denied certification? Yes No If yes, describe circumstances

6. Do you have the most recent copy of the NOP regulations? (verify by accessing the Electronic Code of Federal Regulations (e-CFR) website from www.ams.usda.gov/nop) Yes No

II: Minor Noncompliances**NOP Rule 205.406(a)(3)**Did you have any noncompliances from last year's certification? ☐ yes ☐ no

If yes, please complete the following table, listing each non-compliance.

| Noncompliance | Describe how you addressed the minor noncompliance. |
|---------------|---|
| | |
| | |
| | |
| | |

If there are additional facilities that are part of your operation that are not included on page one of this application, including storage or transfer facilities, copy this page of the application and provide the following information regarding each of those facilities.

III . Processing or Handling Facility Information

1. Manager's Name: _____ 2. Number of Employees _____

3. Person responsible for organic handling if different from Manager:

4. Street Address(es) (include County if in MD):

5. Phone (Business): _____ Extension:

6. Cell: _____ Fax : _____

7. Best hours to call: _____ 8. Email: _____

9. Provide directions to this location:

10. Type of processing at this facility:

11. Does this facility handle both organic and non-organic product? Yes No

If yes, estimate percentage: _____ % certified organic _____ % non-organic

12. Complete Appendix A listing all products for which certification is being requested. List all ingredients, processing aids, source(s) of products, and certification agency for each product you want to label as certified organic, organic, or made with organic ingredients on a product profile sheet and attach a label for approval. If you have already submitted product profiles and labels and there have been no changes, you are not required to submit product profiles and labels again. You are still required to complete Appendix A. Appendix A is available on MDA's website in a fillable format. Be prepared to provide copies of all valid certificates for all organic suppliers whether they are producers, distributors, or brokers during your inspection.

13. Do you have an employee training program for organic processing/ handling? Yes No
Explain14. Circle how water is used in processing: None used ingredient processing aid cooking
cooling product transport cleaning organic products cleaning equipment other

15. Circle source of water: municipal on-site well other

16. Is the water potable? Yes No Attach copy of water test, if applicable.
17. What, if any, on-site water treatment processes are used?
18. Is culinary steam used in the processing of organic products? Yes No
19. If steam has direct contact with organic products, circle type(s) of contact: No direct contact
steam filters condensate traps testing of condensate testing of finished products other
20. List products used as boiler additives and explain any process you have for preventing contact with organic product if the additives are not on the National List:

All products must be approved by MDA prior to use. Submit MSDS and label for approval. Additional information may be requested.

IV: Production System/Product Flow

Organic standards require attachment of a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. All equipment and storage areas must be identified.

1. Attach a schematic product flow chart which shows where and how the product is received, stored, processed, packaged, and warehoused, identifying all pieces of equipment, storage areas and where ingredients are added or processing aids used.
2. List all equipment used in processing:
3. Is equipment cleaned prior to organic production runs? Yes No
4. Is cleaning documented? Yes No *Be prepared to show cleaning logs during inspection.*
5. Is equipment purged prior to organic production runs? Yes No
6. If equipment is purged, list and describe purge procedures, quantities purged, and documentation:

V. Assurance of Organic Integrity

Organic standards require that procedures, processes, storage and equipment present no contamination risk to organic products from co-mingling with other non-organic products, sanitation products or pest management products. Procedures used to maintain organic integrity must be documented. Organic Control Points: (OCP's), similar to Critical Control Points in HACCP, are points in the production system where a control can be applied to prevent, eliminate or reduce the risk of compromising the integrity of the organic product.

1. Identify sources and points in the system that pose a risk of organic product contamination (Examples include co-mingling with non-organic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products)
2. Submit a copy of your Organic Control Point program or explain what procedures you use to prevent organic product contamination

VI: Audit Control System

Organic standards require that audit control records track finished organic products back to all ingredients. Ingredients must be verified as

certified organic. Amounts of organic finished products must balance with certified organic ingredients purchased. All relevant documents must identify products as "organic."

1. Number, in the order of use, the types of documents which you use to track organic products at this operation:

| Incoming Products Records | | | |
|----------------------------------|-----------------------------------|-----------------------|--------------------------|
| Bills of Lading | Invoices | Receipts | Transaction Certificates |
| Certificates of Analysis | Organic Certificates of Suppliers | Receiving Records | Other |
| Contracts | Purchase Orders | Receiving Summary Log | Other |
| Customs Forms | Quality Test Results | Scale Tickets | Other |

| In Process | | | |
|-----------------------------|----------------------------|---------------------------|-------|
| Blending Reports | Packaging Reports | Quality Assurance Reports | Other |
| Equipment Cleanout Logs | Production Reports | Sanitation Logs | Other |
| Ingredient Inspection Forms | Production Summary Records | Other | Other |

| In Storage | | |
|------------------------------------|------------------------------|-------|
| Finished Product Inventory Reports | Ingredient Inventory Reports | Other |

| Outgoing | | | |
|--------------------------|----------------------------|----------------------|---------------------------------|
| Audit Control Register | Phytosanitary Certificates | Sales Summary Log | Transaction Certificates |
| Bills of Lading | Purchase Orders | Scale Tickets | Transport Unit Inspection Forms |
| Export Declaration Forms | Sales Invoices | Shipping Log | Other |
| Organic Certificates | Sales Orders | Shipping Summary Log | Other |

2. Describe your lot identification system:

3. Can your record keeping system track the finished product back to all ingredients? yes no

4. Can your record keeping system balance organic product in and organic product out? yes no

VII: Quality Assurance

1. Do you have a Quality Assurance program in place? yes no

2. Are any outside Quality Assurance Program auditors used (e.g., AIB, SQF, USDA)? yes no

3. Product testing: Yes No (Circle all applicable categories)

Ingredients during production finished product

4. Are any of these samples retained? yes no If yes, how long?

5. Do you have a product recall system in place? yes no

6. Do you have all required licenses/permits for this type of operation? List:

VIII: Sanitation

Organic standards require that good sanitation practices are used throughout the facility and that residues from cleaning materials do not contaminate organic products.

1. Check all cleaning methods used: sweeping scraping vacuuming compressed air manual washing clean in place steam cleaning sanitizing other
2. Provide information on your cleaning program and products used in the chart below. All materials used must be approved by MDA prior to use. Be prepared to show MSDS and/or label information for cleansers and sanitizers during inspection, if applicable.

| Area | Type of Cleaning | Equipment Used | Products Used | Documentation |
|--------------------------|------------------|----------------|---------------|---------------|
| Receiving Area | | | | |
| Ingredient Storage | | | | |
| Product Transfer | | | | |
| Production Area | | | | |
| Production Equipment | | | | |
| Packaging Area | | | | |
| Finished Product Storage | | | | |
| Loading Dock | | | | |
| Building Exterior | | | | |
| Accidental Spills | | | | |

Other

3. Are all surfaces which contact organic products food grade? yes no
4. Do you test food contact surfaces or rinsate for cleanser/sanitizer residues? yes no
5. Where are cleaning/sanitizing materials stored?

IX: Pest Management

1. What type of pest management system do you use?
In-house: name of responsible person
Contract pest control service (name, address, phone no.)

2. Circle all pest problems you generally have:
flying insects crawling insects spiders birds rats mice other
3. List all pest management practices you use:

4. List all pesticide use information for the last 12 months. Attach facility map showing location of traps and monitors. Be prepared to show all MSDS and/or label information or letter of conformance from outside pest control contractor, if applicable, during inspection.

| Product | Target Pest | Location Where Used | Method of Application | Date of Last Application |
|---------|-------------|---------------------|-----------------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5. Are any products used which are prohibited by organic standards? yes no
6. Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials? yes no
If yes, describe your protocols to prevent contamination:
7. If pesticides are used, where are they stored?
8. Rate the effectiveness of your pest management program: Excellent Satisfactory Needs improvement
9. What changes do you anticipate making, if any?

X: Packaging and Labeling

Organic standards require that packaging materials are free of prohibited substances and must not contaminate the organic product. Organic product labels must meet NOP and state and federal labeling requirements.

1. Check types of packaging material used: bulk paper cardboard wood glass metal foil
plastic waxed paper aseptic natural fiber synthetic fiber other
2. Are all packaging materials food grade? yes no
3. Are all packaging materials free of prohibited materials? yes no
4. Are packaging materials recyclable? yes no Returnable? yes no
5. Attach samples of all organic product labels to the product profile. Labels must be approved prior to use
6. Do you plan to use the USDA or MDA organic seal on the label? yes no

XI: Storage

Organic standards require that no co-mingling or contamination of organic products occur during storage. All storage sites must be properly documented and organic products clearly identified in storage. Off-site storage areas may need to be inspected and certified.

| Storage Use | Location | Type | Capacity | Dedicated to Organic Y or N? | Identification |
|--------------------|----------|------|----------|------------------------------|----------------|
| Ingredients | | | | | |
| Packaging Material | | | | | |
| In-Process Storage | | | | | |
| Finished Product | | | | | |
| Off-Site* | | | | | |

* If there is off-site storage, provide name, address, phone number and contact person:

XII: Transportation of Organic Products:

Organic standards require that the integrity of organic products be preserved during transport.

Receiving:

1. In what containers are incoming products received? dry bulk liquid bulk tote bags tote boxes
metal drums cardboard drums paper bags foil bags other
2. How are incoming products transported?
3. Who arranges incoming product transportation?
4. How do you ensure that inbound transport units are clean prior to loading organic products?
5. Is this documented? yes no Explain
6. Are transport units used to carry any prohibited materials? yes no
If yes, what materials:

In what kind of container?
7. Have transport companies been notified of organic handling requirements? yes no Please explain
8. Are organic products shipped at the same time as non-organic in the same transport units? yes no
If yes, circle steps taken to segregate organic products: dedicated organic only use of pallets pallet
tags organic product shrink-wrapped separate area in transport unit other

Distribution:

1. In what containers are finished organic products are shipped. dry bulk liquid bulk tote bags

tote boxes paper bags foil bags metal drums mesh bags cardboard drums cardboard cases plastic
crates other

2. How are outgoing products transported?
3. Who arranges outgoing product transportation?
4. How do you ensure that outgoing transport units are clean prior to loading organic products?
5. Is this documented? yes no Explain
6. Are transport units used to carry any prohibited materials? yes no
If yes, what materials

In what kind of container?
7. Have transport companies been notified of organic handling requirements? yes no Explain
8. Are organic products shipped at the same time as non-organic in the same transport units? yes no
If yes, circle steps taken to segregate organic products: dedicated organic only use of pallets pallet
tags organic product shrink-wrapped separate area in transport unit other

XIII: Waste Management

1. Will any waste products from certified organic ingredients be sold as certified organic? yes no If yes, complete Organic Product Profile for each product
2. Circle all aspects of your waste management system that apply: on-site dumpster material recycling
water recycling water filtering smokestack filters composting daily pickup of waste
sediment ponds field application of waste other

I affirm that all statements made in this application are true and correct. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990, the National Organic Program Rule and other applicable standards or requirements. I agree to pay all costs and fees associated with this program. I understand that I must notify the MDA Organic Certification program if I intend to make modifications to products, processes or systems which could affect the compliance of the product with the requirements of the applicable standards or regulations and cannot sell or distribute the affected products until approval is received from the MDA Organic Certification Program.

I understand if I (a) knowingly sell or label a product as organic, except in accordance with the National Organic Program, I shall be subject to a civil penalty of not more than \$10,000 per violation; (b) make a false statement under the Act to the Secretary, a governing State official, or an accredited certifying agent, I shall be subject to the provisions of section 1001 of Title 18, United States Code.

I understand that except for operations exempt or excluded in the NOP §205.101, each production or handling operation or specified portion of a production or handling operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold, labeled, or represented as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" must be certified according to the provisions of subpart E of the NOP and must meet all other applicable requirement of this part and submission of this plan in no way implies granting or continuation of certification by the MDA Organic Certification Program. I understand that I am required to surrender my certificate and can no longer sell or label products as certified by the MDA if: I withdraw from the program; my certification is not continued for failure to submit an annual update or fees; or any other reason in accordance with the NOP.

Applicant's signature

Date

Applicant's signature

Date

No person or operation shall be excluded from participation in or denied the benefits of the National Organic Program due to discrimination because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

I have included the following documents (if applicable):

- ☐ Facility Diagram
- ☐ Remittance form and Application Fee sent to Maryland PO Box
- ☐ Organic Product Profiles
- ☐ Pest Management Diagram of Traps and Monitors
- ☐ Complaint Log
- ☐ Product Flow Chart
- ☐ Organic Product Labels or Samples of Labels
- ☐ Partnerships and/or corporations/LLC's - names of the officers and the name and address of registered agent, if applicable
- ☐ MSDS sheets or copies of labels for sanitizers, detergents, pest control products
- ☐ Appendix A Handler Product List

Submit completed certification application and supporting documents to:

Maryland Department of Agriculture
Organic Certification Program
50 Harry S. Truman Parkway
Annapolis, MD 21401

Submit fees and MDA Certified Producers and Handlers Remittance Form to:

Application Fee: \$500 (Non Refundable after inspection)

Via USPS: Maryland Department of Agriculture, P.O. Box 17304, Baltimore, Maryland 21297-1304

Other Carriers: First Data/Remitco, Attn: Maryland Department of Agriculture, 400 White Clay Center Dr., Newark, DE 19711

APPENDIX A – Handler Products List For Certification (Available on MDA’s website in fillable format)

All products being requested for certification must be listed below. Product names on the product profile and product label must match. This includes any previously certified products or new products you being requested for certification. You are required to include labels and product profiles for all new products or products with changes to labels and/or product profiles.

Date Completed

Name of Company:

Certificate Number:

| | | | | | | To be completed by MDA during inspection | | |
|---|--------------------|---------------------------------------|------------------------------|---------------------------------------|--|--|--|---|
| Complete Name of Product, package type and size | Label Attached Y/N | MDA Approval (to be completed by MDA) | Product Profile Attached Y/N | MDA Approval (to be completed by MDA) | (N) New Product (C) Changed Product (S) Same Product as Previously submitted | On site Label matches MDA approved label | Product profile matches MDA approved product profile | Ingredients used match product profile, are listed on organic certificate and/or are compliant with NOP |
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Name

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APPENDIX C – Handler Ingredients and Distribution List (Available on MDA’s website in fillable format)

All ingredients or distributed products which are not repackaged must be listed below. Ingredient names on the product’s certificate and product profile must match. If you use ingredients or distribute products from multiple sources, each source must be listed separately. If a product comes from a broker both the broker and certified grower/handler must be listed.

Date Completed

Name of Company:

Certificate Number:

| | | | | | | | To be completed by MDA during inspection | | |
|----------------------------|---|--------------------------------------|-----------|------------------------|-----------------------------------|---|--|---|-------|
| Ingredient or Product Name | Organic claim: 100%, Organic Made with organic | Source and/or Certified Operation | Certifier | Date on Certificate | Is the ingredient Imported? | Is the ingredient imported under an Equivalency agreement? NOP Certificate? Which Country? | Product listed on certificate | Certificate updated within 15 months | Notes |
| | | | | | | | | | |
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MARYLAND DEPARTMENT OF AGRICULTURE

ORGANIC PRODUCT PROFILE

50 Harry S. Truman Parkway
Annapolis, MD 21401

ph: (410) 841-5769; fax: (410) 841-2750

Applicant:

Certification #:

Today's Date:

Please fill out the following information for each individual organic product seeking certification. All ingredients and distributed products that are not repackaged must also be listed on Appendix C Handler Ingredient List. Attach a copy of all labels used for this product.

1. Name of finished product _____ Attach copy of label for approval
2. Do you plan on exporting any of this product? ☐ Yes ☐ No If yes, where do you plan to export the product? _____
3. Are any of the ingredients imported from another country? ☐ Yes ☐ No If yes, do you have the proper documentation for the imported ingredients ☐ Yes ☐ No
4. This finished organic product is made with (circle or underline one):
a. 100% certified organic ingredients b. 95-99.9% certified organic ingredients c. 70-94.9% certified organic ingredients d. Less than 70% certified organic ingredients
5. If water and/or salt are used as ingredients, indicate % of the product – water and salt are excluded from total volume or weight of product to calculate % of organic ingredients.
% water % salt (attach label to verify the salt does not contain anti caking agents or other prohibited materials)
6. List all package types and sizes (example 8 oz can, 16 oz can, 8 oz bag):

7. Processing Aids – Provide information in chart below on all processing aids used in the manufacture of this product:

| Processing Aid | Aid is certified 100% organic? Y or N | If non organic, is aid on the National List? Y or N | Supplier | Certifying Agent, if applicable |
|----------------|---------------------------------------|---|----------|---------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

8. Product Composition: Provide information for all ingredients contained in this product in chart below.

| Ingredient (Include Additives, Flavorings) | Ingredient certified organic Y or N | Supplier | Certifying Agent | If non agricultural, is ingredient on National List? Y or N | Was non organic ingredient produced using any of the following? Y or N: | | | Documentation that nonorganic agricultural ingredient was not commercially available in organic form? Y or N | Weight/ Volume of Ingredient – Include Unit of Measure |
|--|-------------------------------------|----------|------------------|---|---|---------------|--------------------|--|--|
| | | | | | Excluded Methods | Sewage Sludge | Ionizing Radiation | | |
| | | | | | | | | | |
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Weight/Volume of Organic Ingredients _____ ÷ Total Weight/Volume of Product (excluding water and salt) _____ x 100 = _____